

AGR VACANCY ANNOUNCEMENT

ARIZONA AIR NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 267-2783; DSN 853-2783

WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 04-193A

DATE: 30 JUN 2004

CLOSING DATE: 15 JUL 2004

**POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:
MILITARY PAY TECHNICIAN, GS-0545-06, TC80301000, TSgt/E6**

APPOINTMENT FACTORS: OFFICER () ENLISTED (X)

LOCATION OF POSITION:

161st AIR REFUELING WING, PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current full-time employees of the 161st Air Refueling Wing**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are not authorized.**

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: This announcement is being concurrently announced with Technician job announcement 04-193T.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

POSITION COMPATIBILITY REQUIREMENTS:

Once the selection is made, the individual(s) must be a member of the Arizona (AIR) National Guard (161st ARW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 6F0X1

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Applicants should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.

1. Knowledge of automated systems, including their respective output products and required reports to evaluate the relationship between pay entitlements and the automated systems.
2. Knowledge of pay regulations and manuals governing a wide range of pay entitlements and changes.
3. Knowledge of workday program allocation, distribution and accounting adjustments.
4. Knowledge of Military and Civilian leave accounting.
5. Knowledge of regulations and policies to compute retroactive adjustments extending over fiscal years and period of regulatory and statutory changes.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above-described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). For further information call 267-2783/ 2960/ 2789 or DSN 853-2783/2960/2789. **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate in their application package how they meet the requirements listed below in the Specialized Experience area. **Failure to address and justify the Specialized Experience Requirements in your application package will cause you to be considered unqualified for this position.**

SPECIALIZED EXPERIENCE: Individual must have 9 months experience in the computation, preparation, or maintenance of payrolls or pay records for a Civilian or Government agency, organization or institution. Experience must include knowledge of Military and Civilian leave, accounting regulations, and policies to compute retroactive pay adjustments that extend over fiscal years.

BRIEF JOB DESCRIPTION: This position is located in the Financial Management Branch, 161st Air Refueling Wing. The purpose of this position is to determine and process military/technician pay entitlements and related pay actions in support of ANG units including assigned geographically separated units. The incumbent provides single source expert assistance on matters pertaining to pay entitlement policies, procedures, and operations between the Financial Manager, Human Resources Office (HRO), Military Personnel Flight (MPF), Defense Finance and Accounting Service (DFAS), and payroll office. Resolves most complex pay issues. Recommends methods, techniques, and procedures to improve operations. Provide information through briefings and other communication methods to inform commanders, supervisors and personnel on various military and technician leave and pay entitlements and limitations in accordance with applicable regulations. Incumbent serves as an expert working the more complex issues with limited technical guidance. This position requires the employee to be responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel. Ensures the timely and accurate processing of technician payroll actions. Receives and reviews a variety of documents authorizing changes affecting member entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions; and earned income credit certifications. Provides status of payments, computations of pay entitlement and deduction forms to Geographically Separated Units (GSUs) and individual soldiers. Serves as focal point on dual compensation regulations and reports. Ensures the successful interface and/or connectivity between pay and related systems. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty.

SELECTING SUPERVISOR: CPT PAUL AGUIRRE